

Using Rapid Copy or your Office Copier (DOMS)



Your Office Copier

It is best to use your walk up copier when you have a few simple documents that you need in a hurry.

Cost Per Page*



Rapid Copy Services

Use the Rapid Copy System for all of your other copying needs.

Two cost structures are available:

- #1. Use a **Quick Copy** request when the order is 100 copies or less and you need to collate, staple, or punch and you use 20# stocks. Quick Copy pricing is \$0.065 per image.
- #2. Use a **DMB-551 Rapid Copy Order** request when the order is over 100 copies or you need additional services such as: more variety in paper; size, weight, color, saddlestitching, folding and binding.

Cost Per Page



100-200 copies:

Example: One (1) original x 250 copies, 8 1/2 x 11. Cost: \$0.047



250+ copies:

Example: Three (3) originals x 1000 copies, 8 1/2 x 11, collated and stapled. Cost: \$.0212/image



*Based on statewide average